

**Arts & Cultural Funding Program
City of San Antonio
Office Cultural Affairs**

GRANT APPLICATION INSTRUCTIONS

DEADLINES. All applications ***must be*** electronically submitted by Friday, April 29, 2005. **To avoid technical glitches please submit your application no later than 4:30 p.m. so that a staff can assist you if there is a technical problem.** If submitted successfully, you will receive an electronic acknowledgement of receipt of application. The application is not officially accepted until the required support materials are submitted and reviewed to determine applicant eligibility. The deadline for required materials is May 5th.

General Instructions

- The application is a database. There is no option to complete portions of the application and save the information. The applicant needs to be ready to enter all application and submit.
- It is recommended the application be printed and the information compiled separately before entering information into the database.
- In entering numbers in the budget sections, do not use commas or periods.
- Carefully review the checklist for additional required attachments for your type of application.
- Only the electronic application form and select attachments are distributed to panelists and the Cultural Arts Board. The additional application support materials will be available for their review in our office.
- Each organization can submit only one project or one operational support application.



Application Information

Operational Support applications are requests that support a variety of administrative and program activities.

Project Support applications are funded on an annual basis and are for services that are specific and are not part of the on-going operational functions of an organization. The applicant must show a budget that is not a part of their operational budget.

Indicate the appropriate discipline in the application: Select the panel that is most appropriate to your discipline only if applying for Operational Support:

Performing Arts Panel - Including dance; theater; music; literature (optional - example: readings); and arts in education applications based upon these disciplines.

Visual Arts Panel - Including painting, sculpture, ceramics, printmaking, photography and other visual arts; media arts (example: video, television etc.); literature (optional - example support for publication); and arts in education applications based upon these disciplines.

Multidisciplinary Arts - Including applications that join or cross distinct arts disciplines by presenting a balance of events in two or more art forms; applications which are involved in the long-term cultural development of a community or a designated arts constituency; applications involving the temporary and/or thematic presentation of art forms (examples: festivals, fairs, lectures and readings); and arts in education applications based upon multidiscipline.

Indicate the appropriate budget grouping based on your organization's last completed fiscal year. An organizational budget reflects the expenditures and revenues that supported your activities last year.



Organizational Information

Applicant Name, Address, and Contact person, Phone: The applicant is the organization who will be providing the services contained in this application. If a post office box is entered, it should be one that is frequented. The contact person is the individual who is familiar with the details of this application.

Mission: Enter the applicant's mission statement. If applying for operational support, staff may ask for additional information if the mission does not clearly fall within the definition of arts and cultural organization.

Sponsor (Project Applications only): If sponsored, the sponsoring organization must meet all of the general eligibility requirements. The sponsor assumes the legal responsibilities for completion of project, match, etc. of this request. An agreement must be submitted between applicant and sponsor. If applicable, applicant must submit a copy of their application to the IRS for a 501c3 designation.

C

Program Description

Tell us about your program. Describe the activities, personnel involved, target audience characteristics, and program outcome achievement. This section should answer the questions: Why, What, When, Who. Complete this summary in the space provided.

D

Program Implementation

Briefly outline your action plan for achieving the objectives of your proposed program. Planning for the future is indicative of your organization's administrative and programming ability. This section should answer the question: How.

E

Evaluation

Briefly indicate how you will measure the success of the proposed program activities (e.g. audience figures, earned income raised, press coverage, etc). Office of Cultural Affairs staff will use your self-evaluation system to monitor the program throughout the year. Be sure to use measurable activities.

F

Budget: Anticipated Expenses

Please round all figures to the nearest dollar and do not include indirect cost rates. The "City Request" column refers to the amounts you are requesting from the City. The "Cash Match" column refers to the expenses your organization will be absorbing if this project is funded. The "In-kind Match" column refers to the value of services or materials donated to your organization by volunteers or outside parties, at no cash cost to the applicant, which will support this project.

The cost categories (Personnel, Supplies & Materials, Space, etc.) can be summarized to fit in the space provided. A more detailed budget can be submitted with your support material.

G

Budget: Anticipated Income

Organizational and project grants must be matched with a combination of cash and in-kind, with at least 50% of the City's request matched in cash. Total income must equal total expense.

H

Application Checklist

After electronic submittal of your application, submit those items due May 5, 2005 (Assurance form and required support documentation). These items are critical to the acceptance of your application.